



Materials Control Manager/Export Compliance Officer (ECO)

TCR Composites is a manufacturer and supplier of composite prepreg materials located in Ogden, Utah; serving customers globally. TCR Composites is a growing company offering a good work environment, challenging career opportunities, and a comprehensive benefits package. We are currently seeking a Materials Control Manager/ECO. TCR does not offer a relocation package.

Job Summary/Objective

The Materials Control Manager/Exports Compliance Officer (ECO) is responsible for managing the physical receipt, tracking, and transfer of inventory at TCR Composites and supervising shipping, receiving, and warehouse personnel. In addition, the ECO ensures that TCR stays compliant with all export regulations. This includes all operational activities related to process and procedures, inventory movement, accuracy, and control. The ECO also ensures compliance with all U.S. Government export requirements and maintains good working relationships with all other TCR employees. These functions are performed with the working understanding of U.S. export controls to ensure the company properly and legally conducts business transactions around the world. This position reports to the Procurement Manager.

Essential Functions Materials Control

- Work closely with production, purchasing, and accounting on materials management and control, to maximize inventory efficiencies and meet customer expectations.
- Master ERP functions as they relate to inventory and help train other employees to ensure proper movement of materials throughout the system.
- Monitor material controls to ensure levels support requirements and capacities.
- Responsible for physical inventories/cycle counts/random or receipt audits/reconciliations.
- Responsible for the implementation inventory policies and procedures.
- Resolve any quantity discrepancies and quality issues within the ERP system.
- Verify and document returned goods, damaged products, and re-entering goods into inventory.
- Implement corrective actions to mitigate inventory discrepancies and identify root cause and analysis activities.
- Produce regular reports and statistics on a daily, weekly, and monthly basis as requested.
- Maintain inventory accuracy metrics and associated reports for management.

Manager Duties

- Supervise shipping & receiving and warehouse personnel.
- Meet regularly with staff members.
- Support staff inquires and provide guidance/support.



Essential Functions Export Compliance

- Update material export control charts
- Stay informed on changes to laws & regulations
- Perform analyses with U.S. Department of Commerce and U.S. Department of State to determine legal business transactions with potential and current customers of company
- Maintain Export Control Compliance Program; including regularly recording updates, attend trainings, train sales and shipping teams on regulations
- Advise company employees of proper visitor protocol
- Apply for proper licensing and credentials
- Review and approve shipment paperwork to authorize foreign shipments from facility
- Audit export paperwork returned from each freight forwarder to ensure proper filing with the U.S. export system and contact freight forwarders to make any revisions necessary
- Perform company export compliance audit annually to find areas requiring improvement or any issues
- Communicate with U.S. Government regarding any findings of violations or any issues, create voluntary self-disclosure report as necessary, enforce all demands implemented by U.S. Government to properly manage export issues

General Competencies

- Exceptional organizational skills, along with strong attention to detail
- Excellent multi-tasking skills
- Excellent written and oral communication skills
- Ability to think on feet and make good business decisions
- Possess a high level of professionalism and integrity
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint

Required Education and Experience

- Bachelor's Degree in Business Administration or related field required
- Managerial experience required
- Working understanding and use of Microsoft Office programs
- A valid driver's license and a good driving record
- Have existing and/or obtain licenses for forklift truck operator and other industrial equipment
- UPS/FedEx software training as required or deemed useful
- Hazmat shipping certified
- A minimum of 3 years' experience with international exports
- A valid Department of Commerce Export Compliance Training Certificate

Required Certifications

- Certification in export law and regulations through Department of State and Department of Commerce
- Forklift Operator
- Obtain industrial certifications, as required, to perform all shipping responsibilities including but not limited to:
 - *Mobile Equipment Operator Qualification (Forklift)*



Required Certifications (con't)

- *Online IATA Dangerous Goods Training*
- *Online DOT (49CFR) Shipper Course*
- *Department of Commerce Export Compliance Training Program*
- *IMDG Training for Shipping Dangerous Goods by Sea*

Supervisory Responsibility

This position supervises shipping, receiving, and warehouse personnel.

Work Environment

This role requires operating a forklift, walking, stooping, and occasionally lifting up to 30 lbs. In addition, the use of standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines is required. Exposure to various noise levels can be expected, as well as, work performed in proximity to moving mechanical parts.

Physical Demands

- Regularly required to talk and hear
- Position requires sitting, standing, walking, bending, kneeling and stooping
- Occasionally lift and/or move items over 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Fine motor skills, dexterity and eye/hand coordination

Position Type/Expected Hours of Work

Position is an exempt, full-time position; Monday – Friday 7:00 a.m. – 3:30 p.m. Evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position, with the exception being export training, based on training location.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Will be a backup and assist with shipping/receiving functions, as needed.

EEO Statement

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.